

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

M-31

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

ROCKVILLE CITY POLICE DEPT., ROCKVILLE, MARYLAND. TECHNICAL SERVICES

Item No.	Description	Retention
1	<p>Juvenile Arrest Folders (legal size) which include:</p> <ul style="list-style-type: none"> (a) Arrest Report & Supplements - RCPD Forms #5 & 6 with supplements (b) RCID Card (c) Locator Card (d) Photographs (e) Release Forms (f) Advisement of Rights <p>All items above provide specific data on an arrested juvenile, including offense disposition and personal characteristics of respondent.</p> <p>There are presently 5 legal size storage drawers containing juvenile arrest folders.</p> <p><u>RECOMMENDATION</u> - That all juvenile arrest folders presently in possession of this department where the respondent is at least 18 years and 6 months to date, and all future arrest folders once meeting the criteria of 18 years old and 6 months, be destroyed. This recommendation is inclusive of civil & criminal citations issued by the Department.</p>	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

X 07/08/86  Chief of Police
Date Signature Title

7/12/86  State Archivist
Date Signature